

Expected Duties for BCRP Officers

DUTIES OF THE COUNTY CHAIRMAN: The County Chairman shall be the chairman of the County Committee, chairman of the County Executive Committee, and spokesman of the BCRP and shall perform the duties required by these Rules, the County Convention, the County Committee, and the County Executive Committee. The County Chairman shall convene the County Committee and the County Executive Committee when the needs of the BCRP require or at such other time as specified in Rule 4.1. The County Chairman shall preside at all County Committee meetings and County Executive Committee meetings. The Chairman shall appoint a Chairman and Secretary of the County Conventions with the approval of the County Executive Committee until temporary organization of the Convention is completed. The County Chairman shall appoint all pre-convention committees with the approval of the County Executive Committee. The County Chairman shall be responsible for the general direction of the BCRP. The Chairman shall appoint such temporary committees and their members as the County Chairman shall deem appropriate and shall fill any vacancies which shall occur in such positions due to death, resignation, or removal. The County Chairman shall remove such officers and dissolve such committees when he deems desirable.

DUTIES OF THE FIRST VICE-CHAIRMEN A. The First Vice-Chairman shall perform the duties of the County Chairman during the period of any incapacity of the County Chairman and shall perform other duties assigned by the County Chairman, the County Committee, or the County Executive Committee.

DUTIES OF THE SECOND VICE CHAIR: Second Vice-Chairman shall serve under the direction of the County Chairman and shall, in the event of any incapacity of both the County Chairman and First Vice-Chairman, perform the duties of County Chairman and shall have other such duties and responsibilities as assigned by the County Chairman, the County Committee, or the County Executive Committee.

DUTIES OF THE SECRETARY: The Secretary shall keep minutes of County Committee and County Executive Committee meetings and shall be the custodian of those minutes. The Secretary shall give all notices required for meetings under these Rules and shall furnish copies of all minutes required. The Secretary shall, under the direction of the County Committee which shall meet for that purpose immediately before each County Convention, prepare the temporary roll of Delegates and Alternates of the said County Convention. Said roll shall govern the proceedings of the County Convention until changed by the County Convention itself. The Secretary shall keep a roster of the names and addresses of all County Committee members and shall perform such other duties prescribed by the County Committee.

DUTIES OF THE TREASURER: The Treasurer shall have the custody and responsibility of the funds of the BCRP, shall deposit said funds in a bank or banks selected by the County Executive Committee, which funds may be drawn as prescribed by the County Executive Committee. The Treasurer shall present at each County Committee meeting and County Executive Committee meeting a financial report. Upon the authorization of the Treasurer and any one other member of the County Executive Committee shall have the authority to draw checks on BCRP bank accounts. The Treasurer shall maintain and utilize a debit card to draw funds necessary to pay for authorized expenditures.